
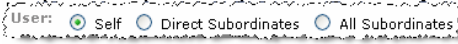


The following steps will allow you to run reports on your subordinates' data.

Step	Action	Look For
1.	Login to AgLearn and select the <b>Reports</b> tab.	
2.	Locate and select the <b>Report Name</b> of the report you wish to run.	
3.	Complete the report criteria page, being sure to identify the Users you wish to include in the report.	
4.	Select <b>Run Report</b> .	
5.	Depending on your selections for the report output, your report will open in a new window or will be saved to your local computer.	